

TITLE: Assistant City Planner

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DEPARTMENT: Community DevelopmentREPORTS TO: Higher level Planner classificationSUPERVISES: NoneDEFINITION:

This classification performs a variety of routine and entry level professional and technical planning work related to planning studies, Capital Improvement Projects, land use applications and policy development. Provides information and assistance to developers, business community and the public on planning and development related matters. Provides support to higher level planners.

DISTINGUISHING CHARACTERISTICS

The Assistant Planner classification is the entry level class within the professional planning series. When working independently, assignments are of a routine and less controversial nature than higher level planners. When working as team support, incumbents conduct research, perform analysis and summarize findings in reports. The classification is subject to flexible staffing so that the incumbent may advance to the Associate level when management determines there is a business need and available funding for Associate level work, the incumbent possesses the qualifications, technical competency and skills required to perform the higher level job, and the incumbent has exhibited satisfactory performance in their current position.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Conducts a variety of comprehensive and special purpose planning projects as assigned either assisting other planners or working independently.

Prepares reports requiring skills in research, analysis and development of statistical data, field studies, surveys maps and use of advanced computer applications.

Occasionally makes presentations to the City Council, Planning Commission, citizen committees and other public forums regarding specific project results and recommendations.

May serve as a city staff representative to citizen committees and advisory groups for assigned area of planning; facilitates discussions, provides technical advice and information, drafts committee's recommendations for public hearing. Prepares agendas and maintains records of activities.

Development Planning Section:

Processes development applications complying with State Land Use Laws and local Community Development Code Standards; presides over pre-application meetings; coordinates comments from other departments/divisions/agencies and from the public and negotiates and resolves differences; reviews, provides decisions for administrative reviews, recommends actions for public hearing reviews, prepares complex and detailed staff reports and findings, and determines completeness of the land use application; prepares and presents findings supporting the decision to Hearing Bodies and other public forums,

reviews subsequent finalized plans for compliance with Code and conditions of approval. Inspects properties proposed for development.

Reviews building and sign permits for development code compliance.

Responds to inquiries from the public by phone, through correspondence and at the department counter. Provides information and code interpretations to property owners, developers and other interested parties pertaining to land use applications plan review, ordinances and codes.

OTHER JOB FUNCTIONS

Resolves inquiries, complaints, or problems affecting the availability or quality of assigned functions.

Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned activities.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal or standing at a counter. When conducting site inspections employees may be exposed to physical hazards around construction sites, traffic, or heavy equipment. Exposed to varying and extreme weather conditions when conducting field work. When performing research, may be required to lift 20 pounds or more.

QUALIFICATIONS:

Knowledge of:

- Principles, practices, regulations, and techniques in the field of municipal land use planning, urban planning, comprehensive planning and/or transportation planning.
- Project management principles and techniques.
- Local land *use* planning ordinances and state statutes governing the planning, public hearing, and environmental decision making process.
- Environmental, social, economic, and other demographic factors affecting local governments.
- Research methods and techniques.
- Basic cartography and graphic design.

Ability to:

- Write clear and concise reports and plans.
- Compile and analyze original data and develop logical recommendations based on this data.
- Communicate effectively in public meetings to a non-technical audience.
- Establish and maintain effective working relations with public officials, planning staff, the development community, and the public.
- Coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in Land Use Planning, Landscape Architecture, Resource Management, Geography, Public Administration, or related field and one to three years of professional planning experience.

Licenses, Certificates, and Other Requirements

Valid driver's license

Approved: 7/1/92
Revised: 10/00

Union Code: GU
FLSA Status: EX
(Class treated as NE per union contract)